

Increase initiate responses from first communication

Increase member engagement and involvement

Tau Beta Pi Officer Meeting Minutes
August 23rd, 2022
7:00pm

Presiding:

President: Will VandenBos

Vice President: Connor Flynn

Corresponding Secretary: Jacob Bengel

Recording Secretary: Alex Howard

Treasurer: Nick Divilbiss

Membership Coordinator: Braden Funk

Events Coordinator: Eric Yu

Review Fall 2022 tentative schedule

High level overview of events:

- Presentation to Engineering Ambassadors
 - Will and Braden to present to Engineering ambassadors 8/29
- General body meeting/initiate orientation:
 - Record attendance
 - Cookies/donuts/something
- Personal meetings/interviews
 - In-person
- Signature book party
 - Review signature book format
 - In person
- Adopt-a-Highway
 - Coordinate with KDOT now
 - Supplies (gloves, trash bags, water bottles)
 - Serve pizza afterwards
- KS Hill
 - Lock down date
 - Vice President
 - Supplies are crucial (white wash mix, mixers, etc.)
 - Serve pizza afterwards
- Initiation and Banquet
 - Reserve space in the Union
 - Catering
 - Guest speaker

Potential Events:

- Meet with advisors and faculty alumni
- Alumni networking event with KC alumni chapter

Officer descriptions

- Vice President
 - Organization of service projects:

- KS Hill
 - Highway cleanups
- Corresponding Secretary
 - Record initiate progress throughout initiation process
 - Update website??
- Recording Secretary Secretary
 - Submitting reports to TBP headquarters ("nationals"):
 - Username/password for TBP reporting system
- Treasurer
 - Communicate with Chassy
 - Bank account is through K-State
 - Lots of record keeping
 - Make sure dues money from initiates is paid
 - More information in officer document
- Membership coordinator
 - Communication with potential new initiates
 - Coordination of new member event sessions, signature books, etc.
 - Answer any questions that potential new initiates may have
 - Braden and Will coordinate on this position
- Events Coordinator:
 - Work with VP to organize service events
 - Help plan and gather supplies for events

Vacant officer positions:

- Media coordinator
- Awards chair

Methods of Communication:

- GroupMe: Gather phone numbers, quick communication
- Email: send out information to everyone

Next week: Coordinate with Dean Fund (OOO) to get eligibility letters sent out. Figure out where to get a list of eligible students, how to print them out, where to get envelopes, etc.

Actions Items:

- Everyone good with this meeting time? Zoom or in-person?
- *E-mail headshot for K-State TBP website.*
- Get a head start on anything needed to be done for recruitment/initiation according to your Officer Documents.

From Dean Fund:

- Eligibility list
- List of K-Hill supplies that we have
 - Should be good

- Update website

Look at engineering org fair

Look out for Bent cast email

Upper level tutoring - test review and intermediate study session

How do we gain visibility in the college

\$190 to clean highway

Have tau beta pi mail from the dean fund?

Apparel

Connor talk to dean fund about T k hill truck and supplies

Canned food drive in spring?

Engineering futures?

Letters end of week

Report of eligibility

Catalog cards three weeks before initial initiation

Speaker possibly business

Tau Beta Pi Officer Meeting Minutes
August 30th, 2022
7:30pm

Presiding:

President: Will VandenBos

Vice President: Connor Flynn

Corresponding Secretary: Jacob Bengel

Recording Secretary: Alex Howard

Treasurer: Nick Divilbiss

Membership Coordinator: Braden Funk

Events Coordinator: Eric Yu

General Business

- President (Will)
 - Sort through the eligible initiate list by Wednesday 2 PM.
 - Reserve room for initiate and general body meeting
 - Send out email to current members
- Vice President (Connor)
 - Meet with Dean Fund to discuss K-Hill supplies and truck
- Corresponding Secretary (Jacob)
 - Dean Fund will include you on an email to get website access
- Recording Secretary Secretary
 - Submit eligibility report
 - <https://www.tbp.org/off/membershipSubmit.cfm#Eligibility>
 - Catalog cards three weeks before initiation
- Treasurer (Nick)
 - Discuss highway cleanup opportunities (money)
- Membership coordinator
 - Review initiate email and letter for this year by Thursday preferably.
 - Emails to be sent out by Dean Fund on Monday
 - Perform mail merge and get supplies from Dean Fund's office.
- Everyone:
 - Help with letter folding this weekend
 - Get the word out about initiation
 - Initiation speaker
- Ideas from Dean Fund
 - Casting Bents
 - Canned food drive
 - Upper level course tutoring test reviews
 - Apparel
 - Engineering Futures

Tau Beta Pi Officer Meeting Minutes
October 4th, 2022
7:00pm

Presiding:

President: Will VandenBos

Vice President: Connor Flynn

Corresponding Secretary: Jacob Bengel

Recording Secretary: Alex Howard

Treasurer: Nick Divilbiss

Membership Coordinator: Braden Funk

Events Coordinator: Eric Yu

High level overview of events:

- Adopt-a-Highway
 - Coordinate with KDOT now
 - Supplies (gloves, trash bags, water bottles)
 - Serve pizza afterwards
- KS Hill
 - Vice President
 - Supplies are crucial (white wash mix, mixers, etc.)
 - Serve pizza afterwards
 - Material good
 - Equipment rentals
 - Talk to Chassy
 - RSVP sent out to people
- Initiation and Banquet
 - Reserve space in the Union
 - Catering - Cox Bros.
 - Guest speaker

Officer descriptions

- President
 - Review national convention
 - District 9 Conference in KC
 - March 2023
 - Increased alumni interaction at service events
 - District Director Matt Romero visit next semester
 - Awards April 1st
 - Officer transition
- Vice President
 - Organization of service projects:
 - KS Hill
 - Highway cleanups
- Corresponding Secretary
 - Get pictures to update website

- Recording Secretary Secretary
 - Report of election
- Membership coordinator
 - Communication with potential new initiates
- Events Coordinator:
 - Fill out project reports

Tau Beta Pi Officer Meeting Minutes
November 1st, 2022
7:00pm

Presiding:

President: Will VandenBos

Vice President: Connor Flynn

Corresponding Secretary: Jacob Bengel

Recording Secretary: Alex Howard

Treasurer: Nick Divilbiss

Membership Coordinator: Braden Funk

Events Coordinator: Eric Yu

High level overview of events:

- Adopt-a-Highway 11/6 1-4
 - Coordinate with KDOT now
 - Supplies (gloves, trash bags, water bottles)
 - Serve pizza afterwards
- Initiation and Banquet 11/8 5-7
 - Set up 4:45
 - Catering
 - Guest speaker

Tau Beta Pi Officer Meeting Minutes January 24th, 2023

Presiding:

President: Will VandenBos

Vice President: Connor Flynn

Corresponding Secretary: Jacob Bengel

Recording Secretary: Alex Howard

Treasurer: Nick Divilbiss

Membership Coordinator: Braden Funk

Events Coordinator: Eric Yu

Review Spring 2023 tentative schedule

High level overview of events:

- Emails and Parent Letters
 - Sort through eligibility lists
 - Format letters correctly and then mail merge
 - Wear TBP swag and spread the word
- General body meeting/initiate orientation:
 - Record attendance
 - Scholarships and events this semester
 - Cookies
- Personal meetings/interviews
 - In-person
- Signature book party
 - Review signature book format
 - In person
- Adopt-a-Highway
 - Coordinate with KDOT now
 - Supplies (gloves, trash bags, water bottles)
 - Serve pizza afterwards
- Initiation and Banquet
 - Reserve space in the Union
 - Catering
 - Guest speaker
- Conference
 - Attendance by current and future board is suggested
- Engineering Futures
 - <https://sites.google.com/tbp.org/efprogram/home?pli=1>
 - 3-4 hours on the weekend
 - Free if we can get 15 participants
 - Need to reserve facilitator 2 months ahead of time
- Alumni Event?

- Possibly lunch and a panel with KC Alumni Chapter

Officer descriptions

- Vice President
 - Organization of service projects:
 - Highway cleanups
- Treasurer
 - Communicate with Chassy
 - Bank account is through K-State
 - Lots of record keeping
 - Make sure dues money from initiates is paid
 - More information in officer document
- Membership coordinator
 - Communication with potential new initiates
 - Coordination of new member event sessions, signature books, etc.
 - Answer any questions that potential new initiates may have
 - Braden and Will coordinate on this position
- Events Coordinator:
 - Work with VP to organize service events
 - Help plan and gather supplies for events

Vacant officer positions:

- Media coordinator
- Awards chair

Methods of Communication:

- GroupMe: Gather phone numbers, quick communication
- Email: send out information to everyone
- Zoom: <https://ksu.zoom.us/j/97138314370>

Actions Items:

Need gloves water bottles and plates

TBP Exec Meeting 3-28-2023

Highway Cleanup: (1-4)

- South of Vista in North and Direction, South from La Fiesta

Initiation: 5:30 load up

- Confirm Date
- Confirm Cox Bros
- Gather Initiation Supplies-
- Dining Ware (Plates Napkins Silverware and Buns) - Alex
- Find Speaker - Will - Paul Snider

Engineering Futures

- Confirm Plan (10 AM - 3 PM in SAS)
- Choose and organize food - Sandwich Boxes (McAlister's and Firehouse Subs)
- Make Flier - Will
- Make Qualitrics - Will

May 3rd, 2023 Transition Meeting – TBP KS Gamma

Roll Call:

President: Will VandenBos	President Elect: Nick Divilbiss
Vice President: Connor Flynn (absent)	Vice President Elect: Megan Vanderleest
Corresponding Secretary / Corresponding Secretary Elect: Jacob Bengel	
Recording Secretary: Alex Howard	Recording Secretary Elect: Allison Wolf
Treasurer: Nick Divilbiss	Treasurer Elect: Macie Sexten
Membership Coord.: Braden Funk (absent)	Membership Director Elect: Emily Pine
Events Coordinator: Eric Yu	Historian: Nathan Diehl
	Events Director Elect: Dalton Rizzo
	Events Coord Elect: Cory Johnson
	Media Director Elect: Grace McLeod
Advisor: Paul Snider	Awards Director Elect: Henry Bash

Officer Introductions

1. Distribute officer guides
2. Current and future officers discuss respective positions
 - Please exchange contact information
 - Future officers need to take notes
3. Ensure everyone can access the Drive account
 - Phone numbers
 - LinkedIn accounts
 - Everyone okay with these being on Canvas?
4. Start a GroupMe
5. Determine committee structure and membership
 - See signup sheet
6. Discuss preliminary goals and plans for next year
 - Limited number of executive meetings
 - See attachment
7. Plans for the summer
 - All officers
 - Study / update your officer guides
 - Study TBP officer handbook (tbp.org)
 - Ask as many questions as needed
 - Grace and Allison
 - Develop of marketing plan
 - Create of Instagram, Facebook, LinkedIn accounts
 - Megan and Allison
 - Develop of points system
 - Nick
 - Explore of alumni banquet ideas
 - Complete box lists, and transfer stuff to University Archives

- Finalize new bylaws
- Nick and Jacob
 - Chapter Survey due June 1st
- Nathan
 - Start researching / compiling chapter history
- Dalton, Cory, and Nick
 - Determine fall social events, service events
 - Explore feasibility of Engineering Formal
- Emily Pine
 - Revise signature book template
 - Revise interview questions
 - Plan for graduate students and eminent engineers
- Henry
 - Plan for awards next year (existing and new → tbp.org)
- Nick and Macie
 - Financial Report due June 1st
 - Discuss budget for next year, new policies, fundraising